

# Unified Improvement Planning

## Guidance for January Submission



### January Submission Eligibility

Any school or district who meets at least one of the following criteria is eligible to submit their Unified Improvement Plan (UIP) by January 15<sup>th</sup> instead of October 15<sup>th</sup>:

- Newly identified (Year 1) as Priority Improvement or Turnaround based on the School/District Performance Frameworks
- Newly identified as Comprehensive Support based on federal ESSA identifications
- Participating in the [Request to Reconsider](#) process

Schools must seek approval from their district to submit in January.

### UIP Online System Guidance

Prior to the October submission deadline, District Admins/Users or Accountability Contacts must take the following steps to denote if eligible schools/the district will be submitting their plan in January:

1. Log into the [UIP Online System](#).
2. On the Home Tab, click on the name of the district or school UIP from the List Views to navigate to the UIP's Details page.

The screenshot shows the user interface of the UIP Online System. At the top, there is a navigation bar with the Colorado Department of Education logo, a search bar, and various utility icons. Below the navigation bar, there are tabs for "Home", "Reports", "Chatter", "Data Explorer", "UIP", "UIP Contacts", "UIP Elements Dashboard", and "Feedback on UIPs". The main content area is divided into two sections: "District List View" and "School List View".  
**District List View:** This section shows a table with one row. The table has columns for "UIP Name", "District Name", "Organiz...", "UIP Status", "Plan Type", "Enterin...", "Biennial...", "Last Modified By", and "Last Modified Date". The row contains the following data: "Test District UIP 2022-23", "CDE Test District", "In Progress", "Pending", "Victoria Rilett", and "8/16/2022 3:46 PM". A red box highlights the "UIP Name" cell.  
**School List View:** This section shows a table with one row. The table has columns for "UIP Name", "District Name", "Org...", "UIP Status", "School Name", "Sch...", "Plan Type", "Ent...", "Bie...", "Last Modified Date", and "Last Modif...". The row contains the following data: "Test School UIP 2022-23", "CDE Test District", "In Progress", "CDE Test School 1", "Pending", "8/17/2022 8:27 PM", and "Lisa Steffen".

3. On the UIP Details Page, click on the pencil icon next to the "January Submission" checkbox. Check the box and press the Save button.



**COLORADO**  
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UIP  
**Test District UIP 2022-23**

Related **Details**

UIP Name	Test District UIP 2022-23	UIP Status	In Progress
Record Type	District UIP 2022	UIP Annual CDE Plan	2022 District Template
District Name	CDE Test District	Year	
Organization Code		Entering Year	
School Code		Copy from Last Year Done	<input type="checkbox"/>
City		Last Year's UIP	
AU Code		Biennial Plan Eligible	<input type="checkbox"/>
AU Name		District Only Plan	<input checked="" type="checkbox"/>
Is Version	<input type="checkbox"/>	Required Year	<input type="checkbox"/>
Submit to CDE	<input type="checkbox"/>	Recommended Year	<input type="checkbox"/>
Title I School Wide	No	Review Required	<input type="checkbox"/>
Conga Test URL	District_Test	Re-Review Required	<input type="checkbox"/>
Section IV Major Imp Strategies Complete	<input type="checkbox"/>	Feedback_Question1	<input type="checkbox"/>
Public Facing	<input type="checkbox"/>	Feedback_Question2	<input type="checkbox"/>
ZPIF UIP Identidier		Feedback_Question3	<input type="checkbox"/>
Combined Plan	<input type="checkbox"/>	Feedback_Question4	<input type="checkbox"/>
Combined Plan Eligible	No	Diagnostic Review Grant Type	
Combined Plan Approved	<input type="checkbox"/>	SIS Grant Type	
Combined Plan Approved Instructions		CGP Plan Type	
Early Literacy Grant		READ Act	
Early Literacy Grant Instructions		Received TIG	
January Submission	<input type="checkbox"/>		

UIP Roadmap

January Submission

Cancel Save

To track which UIPs have been marked as January Submission, reference the “January UIP Submission Tracking” components of the UIP Dashboard on the Home tab.

**January UIP Submission Tracking**

January Submission	Record Count
false	2
true	1

[View Report \(January UIP Submission Tracking 22-23\)](#)

**January UIP Submission Tracking**

Organization Co...	District Name: School/District ...	School ...	School Name: School/District ...	UIP Name	Plan...	Entering...	January Submi...
-	CDE Test District	-	-	Test District UIP 2022-23	Pendir	-	<input checked="" type="checkbox"/>
-	CDE Test District	-	-	Test District UIP 2022-23	Pendir	-	<input type="checkbox"/>
-	CDE Test District	-	CDE Test School 1	Test School UIP 2022-23	Pendir	-	<input type="checkbox"/>

[View Report \(January UIP Submission Tracking 22-23\)](#)

## WHERE CAN I LEARN MORE?

For additional support, email [UIPHelp@cde.state.co.us](mailto:UIPHelp@cde.state.co.us).